

U.S. OFFICE OF PERSONNEL MANAGEMENT

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## CLASSIFICATION &amp; QUALIFICATIONS GENERAL SCHEDULE QUALIFICATION STANDARDS

# Management and Program Analysis Series, 0343

**Individual Occupational Requirements**

There are no Individual Occupational Requirements for this series.

**Related Information****Associated Group Standard**

Use the [Group Coverage Qualification Standard for Administrative and Management Positions](#) for this series in conjunction with the Individual Occupational Requirements described below.

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## Administrative and Management Positions

This qualification standard covers positions in the General Schedule that involve the performance of two-grade interval administrative and management work. It contains common patterns of creditable experience and education to be used in making qualifications determinations.

A list of the occupational series covered by this standard is provided [below](#).

This standard may also be used for two-grade interval positions other than those listed if the education and experience pattern is determined to be appropriate.

### Education and experience requirements

The following table shows the amounts of education and/or experience required to qualify for positions covered by this standard.

GRADE	EDUCATION	EXPERIENCE	
		GENERAL	SPECIALIZED
GS-5	4-year course of study leading to a bachelor's degree	3 years, 1 year of which was equivalent to at least GS-4	None
GS-7	1 full year of graduate level education <i>or</i> superior academic achievement	None	1 year equivalent to at least GS-5
GS-9	master's or equivalent graduate degree <i>or</i> 2 full years of progressively higher level graduate education leading to such a degree <i>or</i> LL.B. or J.D., if related	None	1 year equivalent to at least GS-7
GS-11	Ph.D. or equivalent doctoral degree <i>or</i> 3 full years of progressively higher level graduate education leading to such a degree <i>or</i> LL.M., if related	None	1 year equivalent to at least GS-9
GS-12 and above	None	None	1 year equivalent to at least next lower grade level